

College Council Chair

Carlos Sermeño (18)*

Academic Senate

Holly Bailey-Hofmann (18)*

Marcela Hernandez (18)

Laura Peterson (18)

Anna Chiang (18)

Kevin Considine (18) (alternate)

Administration

Ara Aguiar

Roberto Gonzalez

Iris Ingram

AFT Classified

Luz Nunez (18)

Ana Chang

AFT Faculty

Tim Russell (18)

Richard Olivas

Vidya Swaminatha(18)

Olga Shewfelt (18)*

Bonnie Blustein (18) (alternate)

ASO

Leticia Sanchez-Perez (18)*

SEIU 721

Antoinette Simpson

Teamsters

Walter Jones

*CC Exec Member

President, Ex Officio

James M. Limbaugh, PhD.

Standing Committee Chairs**Accreditation**

Aracely Aguiar, ALO

Vacant

Budget

Iris Ingram

Olga Shewfelt

Student Success

Michael Goltermann

Marcela Hernandez

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Enrollment Management

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Planning

Patricia Quiñones

Resource Development

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Technology

Corey Williams

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Approved Minutes

December 6, 2018

1 pm SSB 414

Attending:

Member	Constituency
<i>Aracely Aguiar, VPAA</i>	<i>Administration</i>
<i>Bonnie Blustein for Holly Bailey-Hofmann</i>	<i>Academic Senate</i>
<i>Roberto Gonzalez, VPSS</i>	<i>Administration</i>
<i>Iris Ingram, VPAS</i>	<i>Administration</i>
<i>Richard Olivas</i>	<i>AFT Faculty</i>
<i>Laura Peterson</i>	<i>Academic Senate</i>
<i>Leticia Sanchez-Perez</i>	<i>ASO President</i>
<i>Aimee Preziosi</i>	<i>Accreditation Faculty Co-chair</i>
<i>Patty Quinones</i>	<i>Institutional Effectiveness</i>
<i>Tim Russell</i>	<i>AFT Faculty</i>
<i>Olga Shewfelt</i>	<i>AFT Faculty</i>

Guests: Tamara Jones, Helen Lin, Patty Quinones, Marlene Shepherd, Allison Tom-Miura

1. *Call to Order.* The meeting was called to order at 1:15 p.m.
2. *Welcome, Acknowledgements and Announcements* – one agenda item was added to the agenda – first item - Helen Lin will speak on how a purchase request is processed. Second item is Tim Russell – name change from Learning Resource Center to Student Success Center. These two items will be added after Item V.
3. *Approval of draft minutes for November 1, 2018* – page 2, item 4., WLAC Student Complaint Process - second bullet –remove word **class** and replace with **student**. Discussion followed of inserting the policy on student disruption of classes and inserting this into the minutes. Page 3 – top -add **and students** at end of the following sentence: The projected size of the new Library is 39,600 square feet and is 5% less than the original plans for the Library **and students**. Page 3 – remove first sentence “O. Shewfelt proposed that all of CC members distribute to their constituencies”. Replace with “**Olga Shewfelt**

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proposed that the College Council should have a place where these kinds of documents can be shared on a webpage under shared governance.”

4. FA 103 Wrap Around Services

O. Shewfelt spoke on the fact that College Council makes recommendations to the President but Dr. Limbaugh isn't following the practice of using shared governance where consultation with College Council has to be involved. O. Shewfelt stated Dr. Limbaugh has violated this process as the Clothes Closet for students has begun without College Council consultation. O. Shewfelt wants to see the data on wrap around services.

Motion: College Council notices that the college president has moved to the implementation of wrap around services in spite of the unanimous recommendation of the College Council that the shared governance process be allowed time to function.

Motion was seconded. A vote on the passing of the motion was done. There were 3 abstentions. The motion passed.

Discussion followed re: legal ramifications of condition of clothes Condition of clothing – dry cleaned before donating to Clothes Closet College Council is a policy making body for the college. What is operational and what is rest of issues for Clothes Closet?

5. Wrap Around Services Group – VP Roberto Gonzalez

The group defined seven areas:

1. Housing
2. Food
3. Transportation
4. Clothing
5. Health care (mental health and medical)
6. Child care
7. Special services – tax assistance, legal assistance, books and supplies

They are putting together a group –

What is scope of wrap around services for other colleges as well?

An exploratory issue – what wrap around services means to us as well as the college as a whole? Get input from everyone as they develop a model for wrap around services – vet the idea of what wrap around services will look like for the college. Resources – need to make services are sustainable. Identifying what wrap around services means –

R. Gonzalez would like feedback from group – how do we go from centralized to focused group.



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Ad Hoc Committee for College Council – A. Aguiar stated since College Council represents the entire college, maybe an Ad Hoc group could be established to report to College Council.

B. Blustein – concerned some areas would be bypassed – where does the discernment process come in??

Do we need a food pantry or could we give students food vouchers to go off campus for food? College represents entire programs that we offer to students.

O. Shewfelt proposed that the College Council establish an Ad Hoc Committee on wrap around services to give a report to College Council in spring 2019. The motion was seconded. 1 abstention. Motion passed.

6. PO Process – Helen Lin presented a chart that on the PO process after approval. What is next step after it is approved? A PO is created then it comes to Helen to identify funding. Helen will make sure budget is in place and then sends to Administrative Services. General operating expenses go back to VP’s and deans Submit work request – work with vendor for PO If you want to expedite PO process – make sure vendor selected has a master agreement with LACCD – only need one quote to process If vendor doesn’t have master agreement with LACCD, then will need at least three quotes from different vendors. You may choose the lowest price but this is not always used. Have vetting process- Board policy – no control over it – has to meet specs of your purchase. Recommend that you stick with Master Agreement list as it is fastest for processing of POs. Helen will send the Master Agreement list to College Council members from the laccd website. Color copying machine in Repro is broken – VP Ingram is renting a color copier on a temporary basis until LACCD can get a vendor. If we need one, she can get a short term lease.

7. President’s Report – 167 children were named in our annual toy drive and Dr. Limbaugh thanked everyone who donated toys. A notice will be sent out when the toys will be distributed.

FA 103 – Dr. Limbaugh gave a quick review of FA 103 – getting our new building to provide services for students – impact on new funding formula – will be significant if we do not help move our students to graduate. Justify the college needs a new building. FA 103 was approved since no one is against providing additional services to our students and held a conversation with the district facilities. They said if you can show you are



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using your space already it will work in college’s favor. Prime classroom available in FA as the classes were cancelled this semester.

Staffing being done on a volunteer basis by Dr. Limbaugh’s wife. No classified staff are being used. The funding source hasn’t been identified yet for the Clothing Closet.

More initiatives are coming down from the Board – managing our enrollment vis a vis district strategic master plan. The college will be working on new strategic master plan in January. Rebecca Tillberg will be hired as the consultant in this process.

8. Name Change of Learning Center to Student Success Center – Tim Russell, Chair of College and Career Prep addressed this issue.

There was discussion on the proposed name change.

10 + 1 category – was an issue that was brought up months ago that has come back as an action item. Signage should be posted inside of entrance doors to LRC as many students go through the stairwell going upstairs to Winlock Lounge.

O. Shewfelt would like to table this issue – an issue with instructional renaming of a program of an area of the college. Unless an emergency, nothing should come to College Council for action. This item was tabled by Senate recently.

This motion will go back to Senate for a final decision. What is appropriate body that has authority to make the final decision? Technically should come from College Council.

A vote was taken to have the motion tabled. 4 in favor, 3 opposed

9. ASO Report – Leticia Perez reported out on Student Appreciation Day that was sponsored by ASO and Student Athlete Advisory Council held today, December 6, from 12-3 pm. ASO provided a free lunch for all students in exchange for them filling out a 5-10 minute survey. The ASO is collaborating with the LRC to extend hours of the LRC for tutoring from 9 am – 10 pm weekdays and Saturdays from 9-5 pm.

Black History Week – ASO has some ideas they want to implement.

Talking about having ASO label water bottles as a way to promote new water fountains on campus. Student Affairs Committee meets this Friday, December 7, with the new trustee who will give an update on statewide issues. There is a food and housing insecurity statewide. WLAC could have a program where students could get vouchers for transportation. Required fee every



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semester-want feedback from College Council. VPSS Gonzalez recommended to have ASO Officers look at and meet with him. ASO had purchased sweaters or jackets to wear whenever they attended conferences or committees. The former ASO President took all of them but these were all purchased with ASO money. Leticia wants feedback on what action should be taken. She will meet with VPSS

Gonzalez to figure out what action to take. There are issues about how students find out about specific resources on campus. They are discussing the possibility of having a digital flyer or announcement.

10. Standing Committees

Accreditation – new Faculty Co-chair of Accreditation Steering Committee is Aimee Preziosi – first meeting starts in February
You will see changes and a timeline as it is established.

Budget – O. Shewfelt reported they just met yesterday. There were some scenarios presented. Some straight numbers were presented. Next year 82 fulltime faculty will be hired for all colleges. New student centered funding formula – there are 3 buckets: 1) access or FTES, 2) equity, and 3) student success. Working through metrics of what that would look like. Cannot expect to see any decisions until spring 2019.

Campus level – structural deficit for campus – will be posted in minutes of Budget Committee on website under governance committees. Will end June 30, 2019 with a surplus.

Enrollment Management – VP Gonzalez – don’t have a sense of what baseline data looks like now. Still very nebulous.

Facilities – a power outage will be scheduled in 2-3 days that is required by law. Iris Ingram sent out an email re: building closure during winter break Friday, Dec. 21 – Jan. 2, 2019. Starting programming of first BUG meeting– will be scheduled first week of February 2019 and people will be getting emails before winter break re: availability.

PIE – met yesterday – Patty Quinones, Dean of Institutional Effectiveness, reported that goal setting will be revamped and they will start on the annual program review update.

Technology - documenting and routinizing a lot of processes to work more efficiently. District is working on a revamp of district website and will hire a consultant who is a web architect. Campus IT project – mass migration of email to Outlook 360.

Meeting adjourned at 3:10 p.m.

